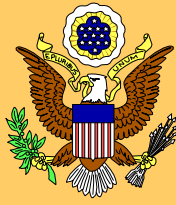


# VACANCY ANNOUNCEMENT



## Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

**TO: All Interested Candidates**  
**SUBJECT: Cultural Affairs Assistant**

**DATE: May 12, 2008**  
**NUMBER: V-2008-019**

**OPEN TO:** All Interested Candidates (See Definitions)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**POSITION:** PC-7120 – Cultural Affairs Assistant, LES-08, FP-06

**OPENING DATE:** May 12, 2008

**CLOSING DATE:** May 27, 2008

**WORK HOURS** Full-time: 40 hours/week for AEFMs/NORs  
Full-time: 35 hours/week for Ordinarily Residents:

**SALARY:** Not Ordinarily Resident: \$36,762.00 gross p.a. (starting salary)  
Ordinarily Resident: €37,627.00 gross p.a. (starting salary)

The U.S. Embassy in Paris seeks a Cultural Affairs Assistant for the Public Affairs section.

### **BASIC FUNCTION OF POSITION:**

The incumbent manages the post's program outreach to US Government exchange program alumni in France. Advises the Public Affairs Section (PAS) and other Mission staff on the use of exchange programs to accomplish Mission Strategic Plan goals. Major duties and responsibilities include:

- Managing post's ongoing program outreach to the former participants (alumni) of US Government exchange programs in France. In coordination with the office of Alumni Affairs, planning and executing the Mission's comprehensive effort to engage, inform, and influence individuals already known to the Mission and identified as destined for senior leadership positions within their respective professional fields.
- Administers the PA Section audience data base to ensure that data on PAS program contacts are correctly and promptly recorded, subjected to regular analysis, and made available throughout the Section for appropriate program follow-up activities, including personal contacts, IRC outreach distributions and invitation lists. Coordinates with the Section's technology officer and the Mission's Information Management Office to ensure the smooth functioning of the larger database platform from which all of the Mission's State Dept elements will access common audience data.

- Working closely with various organizations to set up events to promote ongoing contacts for the US Government exchange program alumni.
- Traveling as necessary to support these activities, planning ways to use these ongoing contacts to promote the goals of the Mission.

## **QUALIFICATIONS REQUIRED:**

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

### **Education:**

University degree with coursework in education, international affairs, or American studies is required.

### **Prior Work Experience:**

At least two years of professional experience in public relations, international affairs, protocol or similar area, in a bi-lingual setting is required.

### **Language proficiency:**

English (W-R-S), Level-3 – Good working knowledge is required.

French (W-R-S), Level-4 – Fluency is required.

### **Knowledge:**

Broad general knowledge of French political, economic and social institutions and personalities is required. Practical knowledge of the latest communications technologies required to be updated continuously.

### **Skills and abilities:**

Strong communication and interpersonal skills, good judgment and political sensitivity are required. Solid planning and organizational skills are required. Ability to build and maintain good working relationships within the Mission to facilitate data sharing for the audience database.

## **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA (See Definitions):**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: SF-171 (hard copies available with HR) or OF 612 or
2. A current resume or curriculum vitae in English that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Embassy of the USA  
Human Resources Office  
Attn: Genevieve Bayle or Loïc Auffret  
2 Avenue Gabriel  
75382 Paris Cedex 08

**POINT OF CONTACT:**

TEL: 01-43-12-25-74  
FAX: 01-43-12-24-36  
EMAIL: [AuffretLJ@state.gov](mailto:AuffretLJ@state.gov) or [bayleGB@state.gov](mailto:bayleGB@state.gov)

**DEFINITIONS:**

- 1. Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
  - (1) U.S. citizen; and
  - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
  - (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
  - (4) Residing at the sponsoring employee's post of assignment abroad; and
  - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

**2. Eligible Family Members:**

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term “*children*” shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or *custodial party*;
  - (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
  - (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
  - (4) Spouse.
- 3. Member of household (MOH):** An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:
- (1) Not an EFM; and
  - (2) Not on the travel orders of the sponsoring employee; and
  - (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department’s current definition of eligible family member. A MOH may or may not be a U.S. citizen.

**4. Ordinarily resident (OR):** A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

**5. Not Ordinarily Resident (NOR):** An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of “ordinarily resident” below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

**CLOSING DATE FOR THIS POSITION: May 27, 2008 (COB, at 5:00 p.m.)**

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted:	HR: GBayle
Cleared:	PA: JBullock
	HR: DGiovengo
Approved:	HR: DDobson